

# Wisconsin Department of Safety and Professional Services

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## EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS, AND PROFESSIONAL LAND SURVEYORS EQUIVALENT ARCHITECTURAL EXPERIENCE (INTERN DEVELOPMENT) PROGRAM RECORD OF EXPERIENCE

**Instructions:** The report must show the number of hours the intern has acquired and must be signed by the intern and the supervisor. A supervisor is a registered Architect who has direct knowledge of your work experience. A supervisor can only verify hours worked while in his/her employ. It is recommended that the intern will start an IDP record after graduation and maintain this record until the time an application is submitted.

The column labeled "Hours Accrued this Period" should contain only the hours for the specified time-period of the report. The column labeled "Previous Hours Accrued" should contain the number of hours from previous report forms. Add the numbers in the first and second column to obtain the hours for the column labeled "Total Hours to Date."

<b>Intern Information:</b>				
<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>Date of Birth</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Email Address</b>				
<input type="text"/>				
<b>Time-period covered on report:</b>			<b>Engagement # from the Experience Record Form #463:</b>	
<b>From:</b>	<input type="text"/> <input type="text"/> <input type="text"/>	<b>To:</b>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>

Experience Area	Minimum # of Hours Required	Hours Accrued This Period	Previous Hours Accrued	Total Hours To Date
1. Practice Management	160	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Project Management	360	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Programming & Analysis	260	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Project Planning & Design	1,080	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Project Development & Documentation	1,520	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Construction & Evaluation	360	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Hours Required</b>	<b>Minimum 3,740</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This listing of required minimums in all categories totals 3,740 hours. The minimum hourly requirements must be met for each criterion.  
I attest that the above hours reported for this time-period are accurate.

Intern's Signature:  Date:  /  /

Supervisor's License #:  State:

Supervisor's Name:

Verified by Supervisor's Signature:  Date:  /  /